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ABSTRACT

The Music Materials Center (MMC) of the James White Library at Andrews University (Berrien Springs, Michigan) is organized to assist in such projects as: participating in the cataloging work flow, evaluating and processing gifts, creating and maintaining specialized lists, ordering new materials, updating printed reference sources, OPAC music authority cleanup and record enhancement, research assistant tasks for the music librarian, non-music data entry in OPAC, and others. Student assistants are assigned to increasingly complex tasks commensurate with their experience with music and data management. Working with the library system as a whole decreases the isolation of the branch library staff. Utilizing the assistants' time efficiently justifies a higher wage; this and the expanded responsibilities given the student assistants has resulted in increased job satisfaction and loyalty to the library system. Other information includes: music materials, services and statistics; staff profiles; a job description of the music librarian; supervisory and evaluation information; MMC staff contributions; floor plan; and examples of a training document and department policies and procedures. (Contains 17 references.) (Author/AEF)

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ED 411 785

Maximizing Student Assistants' Contributions to the Library System:

Student Workers Use Slow Times to Make a Small Branch Music Library Possible

by Linda Mack
Music Librarian, Andrews University
Berrien Springs, Michigan
1997

IR056453

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

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Introduction

The Music Materials Center (MMC) of the James White Library at Andrews University is one of two branch libraries in the system. It is staffed by one librarian and 5-7 (approx. 65 hrs/week) student assistants. The MMC staff is responsible for public services for the branch, all cataloging procedures for scores and sound recordings, physical processing of scores, sound recordings, and music reference books, and all name-title authority work for musical compositions in the library's OPAC. The MMC staff also contributes time to special library-wide projects.

This document provides information on how a small staff, under the direction of one librarian provides, quality access to music materials in a branch library and also participates in library-wide projects. It describes how MMC student assistants' slow time is organized to assist in such projects as: participating in the cataloging work flow, evaluating and processing gifts, creating and maintaining specialized lists, ordering new materials, updating printed reference sources, OPAC music authority cleanup and record enhancement, research assistant tasks for the music librarian, non-music data entry in OPAC, and others.

Student assistants are assigned to increasingly complex tasks commensurate with their experience with music and data management. Working with the library system as a whole decreases the isolation of the branch library staff. Utilizing the assistants' time efficiently justifies a higher wage. This and the expanded responsibilities given the student assistants has resulted in increased job satisfaction and loyalty to the library system.

Music Materials in the James White Library System

MMC

- Scores
- Sound recordings
- Music reference books

Media Center - main library

- Videos
- CD-Roms
- Music curriculum materials
- Microforms

General stacks - main library

- Class M, ML, MT circulating books
- Periodicals

General reference - main library

- Basic music reference books
- Music Index and other print indexes
- Various CD-rom indexes

Online access - library system wide (including by modem)

- RILM (OCLC FirstSearch)
- IIMP - International Index to Music Periodicals (Web version)
- ERIC
- EBSCO InView
- Other general & specialized databases

MMC Services & Statistics

Provides:

reference service for music and related performing arts

Houses:

2000 Music Reference Books
1200 Compact Discs
4500 LP Recordings
8500 Scores
200 Cassettes

1996 Statistics

Total Circulation: 13,170 scores, recordings, reserves, books
Reference Questions: 1,800
Other Patron contacts: 5,100

Clientele

50 music majors (undergrad & graduate)
8 full-time faculty
12 part-time faculty
25 music minors
300 non-majors enrolled in private lessons
general education students
members of ensembles
3100 university students & members of the community

Loan periods

CDs and LPs	2-hour in-library use only
Cassettes	1 week
Collected works	1 day
Circulating reference books	1 week
Scores	2 weeks

All items circulate for 2 weeks to music faculty members.

Selected reference books (marked with red dots) do not circulate, but must be used in the library.

MMC Staff

Kendra Banks, Senior

Educational: English/German major, secondary certification
Music background: flute, choirs, drama group, college music appreciation class
Languages: English/German bilingual

Slow time tasks:

Completes physical processing of scores
Adds item records for volumes & copies
Adds contents notes to bibliographic records
Assists in preparing MMC documents
Prepares new book displays
Typing, filing, and reader work
Processes gifts

Morihiko Nakahara, Junior

Educational: Music Education major, K-12 certification
Additional music background: clarinet, wind symphony, orchestra, conducting
Languages: Japanese/English bilingual

Slow time tasks:

Copy cataloging of sound recordings & scores
Assigns sound recording call numbers
Preorder searching for sound recordings
Prepares orders for sound recordings
Compiles statistical reports
Monitors the age of OCLC Save records

Aseneta Tasevska, Freshman

Educational: Piano performance
Additional music background: accompanying, church music, organ
Languages: Macedonian/Serbian/English trilingual, Russian

Slow time tasks:

Completes physical processing of sound recordings
Database maintenance work for SDA Obituary Index

Joseph Lance, Graduate Student

Educational: Composition & Theory (M.A.)
Additional music background: horn, guitar, viola, orchestra, wind symphony, church music, choirs
Languages: reading French

Slow time tasks:

Name-title authority cleanup
Downloads & edits authority records into OPAC
Record enhancement (contents notes, added entries, etc.)
Copy cataloging
Prepares original cataloging records
Creates specialized and new book lists
Links "bound with" records in OPAC
Assists with training new staff
Prepares items for reserve

Sheila Campbell, Senior

Educational: Dietetics
Music background: piano, clarinet, bassoon, horn, wind symphony, choirs, college music appreciation course
Languages: Spanish, French, Portuguese

Slow time tasks:

Card catalog retirement project
Pamphlet binding and score repair

Linda Mack, Music Librarian

Educational: M.Music in Organ Performance; MLIS in Library Science
Additional music background: Piano, harpsichord, recorder, horn, church music, accompanying, orchestra, choirs, early music groups, keyboard teaching, humanities course teaching
Languages: reading German and French

Responsibilities:

Sets policy for the MMC
Provides reference service and bibliographic instruction for music
Responsible for collection development for all music materials
Catalogs scores and sound recordings
Supervises MMC student assistants

Music Librarian: A Job Description

In general, the responsibility of the Music Librarian is to set policy for and run the Music Materials Center (MMC), a branch of the James White Library located in the music building. The MMC is a reference collection of materials used directly in the teaching of music, primarily consisting of books, scores, and sound recordings. The music librarian is a member of the music department faculty.

Primary Responsibilities

1. Hire appropriate personnel to staff the MMC.

2. Personally provide reference service to patrons for music information needs, and train support staff in the same.

3. Set policy for the selection of music materials and oversee their acquisition.

4. Oversee the processing of new materials, donations, and the retroconversion of manually processed items to the JeWeL catalog.

5. Set circulation policies and implement them.

6. Manage the physical arrangement of the MMC in use of space and arrangement.

Administrative Functions

1. Advertise for personnel, check references, interview, make hiring decisions. Plan on-the-job training, structure work-flow for most efficient use of individuals' strengths. Improve job productivity through staff meetings, soliciting suggestions, and evaluations.

2. See that the space of the MMC is used in the most efficient, convenient, and aesthetic way. Work with plant service in providing the best physical arrangement and needed repairs. Order necessary office equipment and supplies.

3. Implement and administer circulation of materials. Work with overdue fines and retrieval of missing materials.

4. Make decisions regarding the location of various types of music materials (main library vs. MMC), on the basis of use and space constraints.

5. Supervise the staff in cataloging of materials in the JeWeL catalog. Check the work of staff, carry out difficult searches, do original cataloging, check authority work, check uniform titles, etc.

Collection Development Functions

1. Supervise the spending of the Music Book Budget balancing types of materials (books, sound recordings, scores, collected works, and other formats).

2. Oversee the acquisition of materials, balancing faculty and student requests with the results of the librarian's collection assessment.

3. Read the top collection development tools for reviews of music materials to ensure that key new items are added to the collection.

4. Function as library liason for the Music, English, and Communications departments.

Public Service Functions

1. Provide reference service to all patrons in the acquisition of information on music.

2. Actively train support staff in also providing music information, but referring unsolved problems to the librarian.

3. Present library use sessions to music classes and music faculty meetings as requested.

4. Stay abreast of the issues in the world of music information by reading appropriate professional journals, attending conferences and workshops, and subscribing to online discussion groups.

Other Functions

1. Serve on Andrews University Committees as appointed.

2. Serve on James White Library Committees as appointed.

3. Participate in professional organizations.

4. Serve on the editorial board of *Le Cahiers liturgiques*, providing bibliographies for article clusters and English translation/editorial work.

5. Participate in various university musical presentations as a performer and faculty support person.

Supervision, Communication, and Evaluation

The Music Librarian is the primary supervisor

1. **"Enigma and Variations" shelf**
   Student staff members use this area to communicate problems to supervisor.

2. **E-mail list**
   News, new policies, problems, etc. are communicated to staff in this way. Staff responds with questions or comments to let the librarian know that they have read and received messages.

3. **Student assistant shelves**
   Each staff member has a shelf exclusively for library projects. New or ongoing projects are left there with lists/instructions.

4. **Quizzes**
   When problems occur that the whole staff can benefit from confronting, the librarian constructs an appropriate quiz to test all workers' knowledge of the subject.

5. **OCLC Save file**
   Student assistants doing cataloging save all work in the SAVE file. The Music Librarian checks the work before adding to the OCLC database or downloading into the library's OPAC.

James White Library
Job Levels for Student Assistants

DESCRIPTION	LEVEL 1	LEVEL 2	LEVEL 3
Mental Effort	Alphabetize	Interpret Information	Analyze Information
Judgement and/ or Supervision	Under direct supervision	Under general directions	Use frequent judgement, make difficult decisions, Little supervision
Physical Effort	Moderate physical activity	Physical activity varied	Physical activity varied
Personal Interaction	Minimal interaction	Moderate interaction	Stressful patron contact
Technical Skills	JeWel, Typing	PC skills	Specific software programs
Equipment and Machines	Typewriters, Basic department equipment	Typewriters, Basic department equipment	Troubleshoot for department machinery
Hazards and Working Conditions	Some back strain/eye fatigue	Some back strain/eye fatigue	Some back strain/eye fatigue

MMC Student Assistants are hired at Level 2

They advance to Level 3 after they show increase in judgment, work well with little supervision, and successfully handle more complex tasks.

JAMES WHITE LIBRARY
Student Assistant Evaluation

Student Assistant's Name	ID#	Date of Hire
Department	**Job Description**	**Job Level**

SUPERVISOR: Please check the appropriate box. This evaluation should be based on typical characteristics of the person and not unusual situations.

RATING OF EMPLOYEE	Unsatis-factory	Below Average	Average	Above Average	Excellent
Quality of Work					
Quantity of Work					
Job Knowledge					
Punctuality					
Attendance					
Dependability					
Cooperativeness					
Courtesy					
Initiative					

Other Comments: _____

_____

_____

_____

Do you recommend continued employment for the next term? Yes _____ No_____

Current Rate: _____ Recommended Raise _____

_____ _____
Signature of Student Assistant **Date**

_____ _____
Signature of Supervisor **Date**

_____ _____
Signature of Department Head **Date**

The above signatures indicate the Supervisor and the Student Assistant have discussed this evaluation. It does not necessarily indicate the student assistant agrees with the evaluation.

ADMINISTRATIVE USE ONLY: Date: _____ Director's Approval: _____
Comments:

MMC Staff Contributions to the Library System

Current Projects

1. Name-Title Authority Cleanup for all music-related materials
2. Enhancing bibliographic records relating to music in main library as well as MMC
3. SDA Obituary Index database maintenance
4. Special projects for The Media Center and the Architecture branch library
5. .Organize Brown Bag Concert Series in the lobby of the main library

Future projects

1. Participate in other library-wide data base projects
2. Process past music department projects, papers, and recital tapes
3. Evaluate and process a collection of LP's currently housed in the Media Center
4. Evaluate and process items with accompanying materials
5. Complete the retroconversion of scores
6. Evaluate and recommend Web links for the library's homepage
7. Prepare more specialized lists, in some cases coding records for them

Doing Two Things at Once

During slow times, staff must keep an eye on the desk and accomplish special projects at the same time.

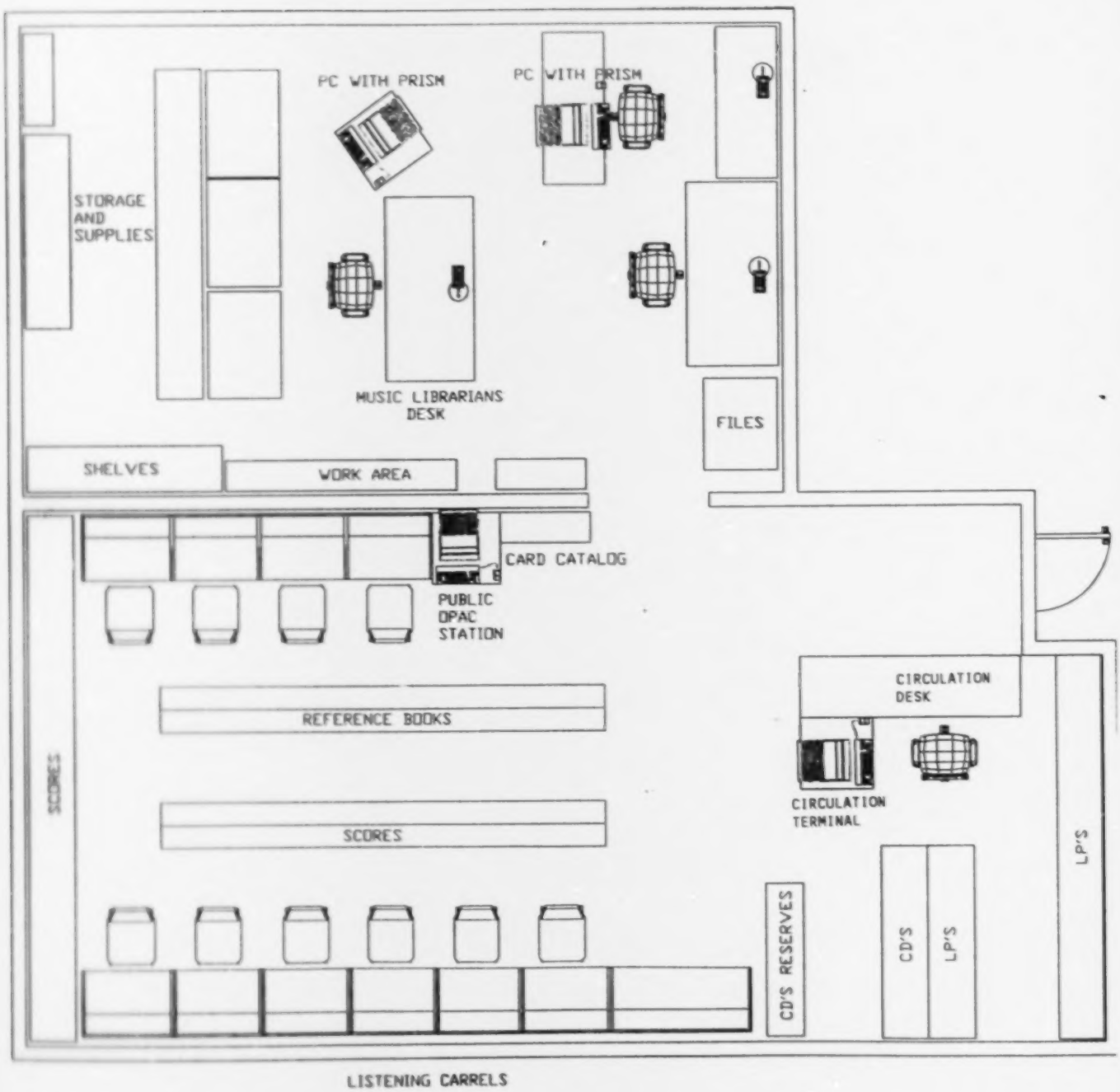
1. Staff must exercise judgment as to when and where to work on complex projects & must have a mindset to be able to drop anything for patron needs.

2. Several work areas and work stations are provided in close proximity to the small public area, including a good-sized circulation desk with terminal and typewriter.

3. Multiple sessions of the OPAC are possible to facilitate quickly toggling from projects to circulation to searching.

4. OCLC stations are located in the workroom with visual contact with the circulation desk.

MMC Floor Plan



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Sample Training Document

Checklist for Student Training

Employee_____

Trainer's Initials	Student's Initials	
_____	_____	Materials & locations in the MMC
_____	_____	Music materials in the main library
		<u>Circulation desk</u>
_____	_____	Reserves
_____	_____	Hold shelf
_____	_____	CDs and LPs
_____	_____	Shelving area
_____	_____	Tests
_____	_____	Hassle slips
_____	_____	Metronomes, headphones, jacks
_____	_____	Computers, printers, and paper
		<u>Workroom</u>
_____	_____	Phone & computer policies
_____	_____	Supplies
_____	_____	Time cards
_____	_____	Keys & cash drawer
_____	_____	Circulation procedures
_____	_____	Shelving procedures

_____	_____	Searching JeWeL
_____	_____	Teaching JeWeL
		Basic reference sources
_____	_____	Dictionaries & encyclopedias
_____	_____	Directories
_____	_____	Thematic catalogues
		M-Class
_____	_____	Monuments/collected works
_____	_____	regular size scores
_____	_____	miniature scores
_____	_____	oversize scores
		Periodical indexes
_____	_____	RILM
_____	_____	IIMP
_____	_____	ILL
_____	_____	Community patrons
_____	_____	Web sites
_____	_____	MMC Listserv

Examples of Department Policies and Procedures

Circulation Policies

Who May Use the MMC?
Any student, faculty, or staff member of the University who is in possession of a valid ID card may use the library. Also, community members who possess a community library card have access to the library's services. On occasion, community members without cards may use the library's materials inside the MMC, but may not check out materials. Patrons desiring a community library card must apply at the circulation desk in the main library.

ID Cards
Patrons should present their ID cards or community cards in order to check out materials. If they do not have a card with them but do have a current patron record on JeWeL, they may still check out items after filling out a "Check-out without ID" form, found in the drawer of the circulation desk.

Music Reference
Books with red dots are non-circulating. They may be used inside the library only. If patrons need to make photocopies, they may give you their ID card and take the book up to the Music Office. The Music Office will only make copies for non-circulating books. Direct requests for exceptions to the music librarian.

Books without red dots circulate for one week to students, two weeks to music faculty.

Monuments of Music/Collected Works (M2 & M3)
These items may be circulated to music faculty. Students should use them in the library whenever possible, but may check them out for one day. Students who need these materials longer must see the music librarian about it. Community patrons may not check these materials out, but may leave their drivers license if they need to make photocopies. Patrons with special situations should see the music librarian.

Scores (including miniature and oversized)
Scores circulate for two weeks.

CDs and LPs
These may be checked out for two hours and listened to *in the library only*. Patrons may check out a maximum of three of these items at a time. Music faculty may check these out for a two-week period (or longer if requested). Students who need to play a sound recording in a class may come immediately before the class, check it out, and return it *immediately* following the class. Non-music faculty may request sound recordings for a longer loan period if they need to use them in their classes (see procedure for extending due dates). Music adjunct professors may check out sound recordings and take them out of the library for the duration of the normal 2-hour check-out period.

Headphones
These are checked out to patrons using the library's sound equipment. They may not be taken out of the library.

Metronomes
These circulate for four hours *in the music building only*. They may not be checked out overnight, no matter what JeWeL says, and must be returned by closing each night.

Royal Conservatory Piano Books
These books are for use in the Music Building only, and can be found next to the hold shelf. They are not catalogued in the library system. Patrons may check them out only for the time that they are practicing.

Reserve Items
Items on reserve should be checked out to patrons as usual. Be sure the patron knows how long the check-out period is, as there is a fine for any time over this. For additional information on reserves, see the information sheet on reserve policies and procedures.

Renewing materials
Items may be renewed up to two times. After this, the patron must bring the item in and check it out again.

Materials from other library locations may be renewed in the MMC as long as they are not overdue or still in the grace period. After the grace period of 3 days expires, items must be taken back to their department of origin to be checked in and out again.

Patrons wishing to renew items over the phone may do so as long as the item is not overdue or still in the grace period. After the grace period of 3 days, all items must physically be returned to the library and checked out again.

Fines
Fines for most library materials are 25¢ per day. The first three days that an item is overdue are considered a grace period; fines do not begin accruing until the fourth day.

Reserve items begin accruing fines as soon as the reserve check-out period has expired. Fines for these materials are 25¢ per hour.

Fines from other library locations may be paid in the MMC. See the circulation procedures sheet for instructions on how to accept fines.

Hold Shelf
Sometimes patrons may request items in advance, or call to find out if we have an item. If they will be needing the item within 24 hours, the item may be placed on the hold shelf (the shelf with the Royal Conservatory books). The patron's name, along with the date and time

it was put on the shelf, must be clearly noted on the materials. After 24 hours, if the patron has not claimed the item, it will be re-shelved.

Special Music Faculty Policies (M codes)

Music faculty with M codes for checking out materials have a number of special privileges.

Extended due dates - Music faculty may request an item for longer than the default two week period. See circulation procedures sheet for instructions on extending the due date.

Tests - The MMC will hold and distribute written tests for music faculty members. Tests should be placed in the test folders according to the faculty member's last name. The MMC does not proctor exams; we merely make them available to the students. The MMC does not administer listening tests.

Reserve items - Music faculty may place items on reserve for their classes. The music librarian and selected student workers are the only people who can place items on reserve, so all materials must be left for them. For additional information, see the information sheet on reserve policies and procedures.

Circulation Procedures

Using the computer's circulation system

1) Log into the desk computer using either the 'mmcstu' or 4mmcstaf' login.

2) Select JeWeL from the opening menu (type 'j' or just hit the space bar), then 'Circulation Subsystem' (type 'c').

Checking materials out

1) Select 'Check Out' from the circulation menu (type 'o').

2) At the prompt, enter the patron's ID number by swiping the card through the scanner. It is possible to enter the number manually (community patron numbers, beginning with C, and music faculty numbers, beginning with M, must be entered manually), but patrons should have their ID in order to check items out. If they do not have their ID card with them, they must fill out a yellow "hassle slip," found in the left-hand drawer directly below the computer.

3) Enter the barcode(s) of the material(s) being checked out. This can be done in three ways: by holding the barcode in front of the laser scanner, by using the laser pen to scan the barcode, or by entering the barcode number manually. If you enter the number manually, you will need to hit 'return' at the end of the number; otherwise, the computer will do it automatically. You may enter any number of barcodes.

4) The computer will display a due date for each item scanned. For books and scores, place a card with the correct due date in the pocket. For CDs, LPs and headphones, generally a verbal reminder is enough. For cassettes, stamp the due date on the label on the front of the case. For metronomes, you may want to write the time due on a post-it note.

5) After you have entered the last barcode, press return at the prompt. This will clear the patron's record from the screen and return you to the check out prompt. To exit from this prompt to the check in/check out menu, press return.

Manual checkouts

Items that do not have barcodes (most of the M2 and M3 scores and other scores not yet cataloged on JeWeL) must be checked out manually.

1) Get a "non-barcoded item" (NBI) card from the card file on the circulation desk. Use yellow for regular scores and green for M2 and M3 scores.

2) Scan the barcode on the card into the computer, and place the barcode in the pocket of the score. This should remain in the pocket until the patron returns the item.

3) On the white manual checkout card, write down the card number of the NBI card and your initials.

4) Put a duedate card with the appropriate due date in the item's pocket.

5) File the manual checkout card in the place left empty by the NBI card.

Royal Conservatory books

Take the patron's ID card and clip it to the checkout card of the book. Place the ID card and checkout card in the drawer of the circulation desk. When the patron returns the book, give back the ID card and count the book as a score used in the library on the patron contact sheet.

Extending the due date

See circulation policy for circumstances under which this may take place.

To extend the due date:

1) Input or scan the item's barcode. Then, instead of pressing return, enter two dashes ('--').

2) The computer will ask for your initials. Use the 'mus' initials and password.

3) Enter the new date (and times, if applicable) that the item will be due.

4) If checking out a sound recording to a non-music faculty member for a period longer than one week, leave a note for the music librarian containing the following information: faculty name and telephone number, barcode of the item checked out, and the time period for which it has been checked out.

Checking items in

1) From the circulation menu, select 'i' for check-in. The computer will then bring up the check-in menu.

2) In general, you will only need to use 'n,' if the patron is not present, or 'p,' if the patron is present. You may on extremely rare occasions need to use 'r' if the patron wants a receipt. The music librarian is the only person authorized to backdate items when checking them in, so any materials needing this done to them should be passed on to her.

3) Enter the barcode(s) of the item(s) either manually or with the scanner. You

may check in items for multiple patrons at this point.

4) Remove the duedate cards from scores and books immediately after checking them in.

5) When you have finished checking the item(s) in, press 'return.' This will return you to the check in/check out menu.

Scores checked out manually

1) Use the NBI card in the pocket to check the item in.

2) File the NBI card in its place in the card file on the circulation desk. Replace the manual checkout card in the score's pocket.

'In Transit' items

1) If a patron returns an item from another library location to the MMC, the computer will notify you when you check the item in. Print an in-transit slip to place in the front cover and place the item on the music librarian's shelf to be returned to the main library.

Renewing checked-out materials

Renewals may be done at several points in the circulation process.

Plain renewal

Use this if a patron calls or comes in for the express purpose of renewing an item.

1) From the circulation menu, select 'r' for renew.

2) Scan or enter the patron's ID number.

3) You will now be viewing the patron's record, complete with items checked out. You can select 's' to sort the items by duedate, if you wish. Select 'r' again to renew an item or items, then

4) After you have entered the number, press 'q' to exit the patron's record and return to the renew prompt. Press return again to return to the circulation menu.

Renewal when viewing a patron's record

On some occasions you may discover, when viewing a patron's record, that an item needs to be renewed.

1) In the circulation menu, select 'v' to view the patron's record, then scan or enter the patron's ID number. -OR- While viewing a patron record in checkout mode, input two dashes ('--') to view checked out items.

2) Select 'c' to view items checked out to the patron. You may use 's' to sort the items according to duedate.

3) Select 'r' to renew, then type the number of the item to be renewed. This can be done in several ways. Possible combinations include: 1 or 1,2 or 1-4 or 1,3,4 but NOT 1..4.

Note: If the item is overdue, but still within the grace period, you should be able to override the computer by entering the 'mus' initials and password. If the grace period has expired, or if the item has already been renewed too many times, the patron must bring the item to the library to be checked in and back out again. Patrons with complaints or differences of opinion about this or any circulation policy should be referred to the music librarian.

Collecting fines

Fines may also be collected at various points throughout the circulation process.

When the item is checked in

1) In order to use this option, you must select the 'patron present' option from the checkin menu. If you have selected the 'patron not present' option, fines will automatically be added to the patron's bill.

2) As you check in each item, the computer will display the fines due on it. Press the space bar to clear this.

3) You may now choose 'c' to collect the money if the patron wishes to pay the fine right away. If not, select 'a' to add the fine to the patron record.

4) If the patron wishes to pay the fine, press 'c' again, then '--' to clear the amount from the record after you have taken the money, then enter the 'mus' initials and password.

At other times

1) From the circulation menu, select 'a' for additional functions, then 'f' for financial functions. The computer will ask for your initials; use the 'mus' initials and password.

2) From the financial menu, select 'm' to collect money.

3) Input the patron's ID number by scanning or typing it.

4) If the patron wants to pay all fines at once, select 'c' to collect money. If the patron only wants to pay some fines, use 's' to select the numbers of the fines to be paid.

5) Enter the 'mus' initials and password.

6) Enter the total amount paid and press return.

Methods of Payment

All fine money should be placed in the fine box, located in the top drawer of the white filing cabinet in the office. Write the amount received on the cash in/out slip found in the drawer.

1) *Cash* -- Do not accept bills larger than $5 without first checking on the amount of change available.
2) *Checks* -- Checks should be made out to James White Library or Andrews University.

Recording patron statistics

On the circulation desk you will find two statistic sheets. One is for weekly patron statistics. On this form, make a mark every time a patron comes into the library. On the daily form, make a mark every time you have contact with a patron, according to the appropriate category. Also, books and scores not circulated on JeWeL that are used inside the library should be counted here.

Counting items used in the library

Often, items are not checked out, but are used in the library. These must be counted in order to reflect how much the library is actually used. Whenever possible, encourage patrons not to reshelve items themselves, but to put them on the circulation desk or the top shelf of the shelving truck.

1) From the circulation menu, select 'a' for additional functions.

2) In the additional functions menu, select 'i' to count in-library use.

3) Select 'i' again to count internal use: items that have been used inside the library or taken upstairs to photocopy, but not checked out.

   Copy use and Iuse3: Don't use these codes.

4) Scan or enter the item's barcode. If the item is actually checked out, the computer will notify you.

5) Press return when finished, then space to exit to the additional functions menu. Use 'q' to return to the circulation menu.

Items without barcodes should be marked on the daily statistics sheet.

Procedures for Opening the Library

1. Turn on the lights and open the blinds in both the office and the library. As you are opening the blinds, pick up any materials left out the night before. Also, be sure the listening equipment is off.

2. Change the daily materials report sheet. Place the used one in the appropriate file folder in the bottom drawer on the far right of the circulation desk. On Sunday morning change the weekly patron report sheet and file the used one in its folder in the same drawer.

3. Turn on the computer screens in the library (circulation desk and patron computer). On Sunday, all computers will need to be turned on.

4. Unlock the CD cabinets.

5. Change the dates on the duedate stamps and stamp a few cards.

6. Run overdues on JeWeL.

7. Do any reshelving left over from the night before.

(8.) <u>On Monday</u>, collect time cards from the past week and calculate total times for the week. Leave these for the music librarian to sign, and leave the totals for each person on Wanda's voice mail at the main library.

(9.) <u>In the summer</u>, turn off and empty the dehumidifier.

Procedures for Closing the Library

1. At least 15 minutes before closing, begin picking up all items left lying about and reshelve them. (Don't forget to count them as in-library use!)

2. At closing time, lock the library door.

3. Close all the blinds in the library and office.

4. Check to be sure all listening equipment is turned off.

5. Turn off computer screens in the library (if the theory computer is on, turn it off). Be sure all programs on the office computers are shut down. These computers should be in Windows. On Friday, all computers should be turned off.

6. Lock the CD cabinets.

7. Straighten all chairs.

8. Turn off the lights in the office and the library.

(9.) In the summer, turn on the dehumidifier.

Procedure for Processing Scores and Music Books

1. In update mode, scan the barcode of the item.

2. Check the following information in the first screen (Item Information)
   a) **Field 03 - ICode2**: 'g' if the item is a gift
      '-' (hyphen) if the item is not a gift
   b) **Field 04 - I Type**: 0 (zero) for circulating materials
      2 for non-circulating materials
   c) **Field 18 - Location**: 'muref' for music reference materials
      'music' for regular & oversized scores
      'mumin' for miniature scores (27 cm or smaller)
      'mulps' for LPs (records)
      'mucds' for CDs
      'mucas' for cassettes
      'mumon' for M2 and M3 scores
   d) **Field 20 - Status**: - (hyphen) for circulating materials
      o (lower-case O) for non-circulating

3. Press 'E' to switch screens to Bibliographic Information. In this screen, use 'M' (more) to scroll through the information. Check the following:
   a) Call number.
      i) **Recon materials** - this should be the same as the updated number on the shelf list card inside the front cover.
      ii) **New materials** - call number should be the same as the call number on the sheet inside the material or on a post-it on the front cover.

      If there are any discrepancies between the two, make a note of them in as much detail as possible, and leave the item, with the note, on the 'Enigmas and Variations' shelf.
   b) Item title, description, etc.
      This information should match the physical item.

4. Press 'Y' to view the record as patrons will see it. Double-check that all information appears in the correct places and looks right.

5. Add any additional copies, volumes, or parts. (See instruction sheet on adding items to a record) This should be done after all information has been verified, so that the information in all these records will be correct.

6. Type labels and use book tape to affix all labels on the covers.
   a) **Recon materials** - type two call number labels, one for the front cover, and one for the pocket inside. After placing the label on the cover, white out any information from the old label that is still showing.
   b) **New materials** - type one call number label for the front cover, and type the call number

on a pocket, to be placed inside the front cover. If the score is covered, also type a title label to be placed in the upper left corner of the cover. This label should contain the composer's name, and the title of the work in English (if given). Non-circulating reference books also need a pink card for the pocket. This card should contain the call number, author, and title of the book.

7. Affix colored dots, if necessary, to the spine and the inside pocket:
   miniature scores (less than 27 cm) - yellow dot
   non-circulating reference books - red dot
   oversized scores (too big to fit on a regular shelf) - green dot

8. Verify inside stamping and call number.
   a) **Recon materials**
      i) check to be sure each score has the JWL/MMC stamp on the title page (or on the first page if there is no title page), and on page 51 (if it exists).
      ii) change the call number written in pencil on the verso of the title page (or the first page). This number should be the same as the one that appears on the cover of the score, including any part, volume, or copy numbers.
   b) **New materials**
      i) stamp the score with the JWL/MMC stamp on the title page (or on the first page if there is no title page) and page 51 (if it exists).
      ii) write the call number in pencil on the verso of the title page (or on the first page). This should be the same number as the one that appears on the cover of the score, including any part, volume, or copy numbers.

9. Place materials on the shelving cart.
   a) **Recon materials** - place the updated card catalog card from inside the front cover in the "Cards to Pull and File" box. Any old check-out cards can be thrown away.
   b) **New materials** - any sheets of paper, receipts, or order pages can be thrown away after processing is completed.

Reserves Policies

1. The purpose of reserves is to make items available to a group of users for short term loan.

2. Loan periods may be 2 hours, 4 hours, 1 day, 3 days or 1 week. Sound recordings are always 2 hours.

3. Fines are charged for each hour overdue. Fines for music faculty with M codes do not begin accruing until one day after checkout, but they will be charged. To avoid fines, faculty who need materials that they have put on reserve may request a due date extension from the desk worker if they know their students will not need these items. Faculty must request this extension, or fines will accrue. Requests for extended loans of reserve materials from other faculty's reserve list must be negotiated with the music librarian.

4. To put items on reserve, music faculty must...
   a) Provide their name, course name (or general repertoire), loan period (2 hour, 4 hour, 1 day, 3 days, 1 week, etc.) and how long the item should be kept on reserve (1 week, 1 quarter, all year, etc.)

   b) Bring us the items (scores, music reference books and books from the main library stacks) or give us a list of sound recording call numbers.

5. When items are removed from reserve, MMC staff will return items to their appropriate locations.

6. Personal items may be placed on reserve at the owner's risk, but only if the library does not own them or if multiple copies are needed.

7. 48 hours must be allowed for reserve items to be made available for circulation.

8. If there is a high demand for reserve items from a particular class, students may only be allowed to check out one reserve item at a time. This policy is put into effect at the discretion of the circulation desk worker.

Reserves Procedures

Placing items on reserve

1) From the main circulation menu, select 'a' for additional circulation functions.

2) Select 'c' for course reserves maintenance and enter your initials and password.

3) Use 'p' to retrieve the course by the name of the professor, or 'c' to retrieve by the name of the course.

4) Select the number of the correct course record. If the course is not already in the computer, you will need to create a new course record (see below).

5) As appropriate, select 'o' to add one item, or 'g' to add a group of items. Select 'y' to change the location(s) as follows:

mmc2h	2 hour reserve
mmc4h	4 hour reserve
mmc1d	1 day reserve
mmc3d	3 day reserve
mmc1w	1 week reserve

6) Do not change the item type or display the course name as the call number.

7) Set the item(s) as active until the end of the quarter in which the class is being taught.

8) Press 'q' to quit, and 'a' to make the changes permanent.

9) Label the item(s) with yellow reserve stickers. On the sticker, write the name of the professor who put the item on reserve, and the loan period for which it can be checked out.

Removing items from reserve

1) In the course record, select 'd' to delete items from the list. Scan the barcodes of the items to be removed from reserve.

2) Press 'q' to quit, and 'm' to make the changes permanent.

3) Remove all reserve stickers from the item.

4) Remove onfly records from the system.

Creating a new course record

1) In the reserve list maintenance menu, select 'c' to key a course record.

2) Enter the beginning and ending dates of the class. At the 'branch' prompt, enter 'mmc.' At the appropriate prompts, enter the professor's name, the course name, and any additional information that should be noted in the course record.

3) Review the information in the course record summary and be sure it is correct. Any necessary changes can be made at this time.

4) Press 'q' to quit, and 'a' to add the course record to the database. You may now proceed to add items to the course record as described above.

Circulating reserve items

1) Reserve items can be checked out as usual. Be sure the patron is aware of the loan period for the item, as fines begin accruing immediately after the loan period is exceeded.

Shelving

The Shelving Policy

Unless there are new employees who are being trained on shelving, all employees should complete as much shelving as possible (at least 90%) before their shift is over.

The Shelving Truck

The top shelf of the truck is reserved for books and scores used by patrons, but not yet checked in or counted for in-library use. After items are checked in or counted, they should be placed on the bottom shelf for shelving.

The Shelving Corner

The far right corner of the circulation desk, directly next to the door, is reserved for sound recordings and any reserve items that have been checked in and need to be shelved.

Tricky Shelving Issues

Colored dots - Items with green or yellow dots, even though they have the same call numbers as other scores, must be shelved in the oversize or miniature score sections, respectively.

M vs. MT - Pay close attention to this first classification letter. M comes first, followed by M plus any other letter.

Music Ref. - Some music ref. items have the similar call numbers to scores. To avoid mistakes in this area, always check the location indicated at the bottom of the label before shelving.

Cutter numbers - The first cutter number is shelved decimally, succeeding cutter number in regular alpha-numeric order.

Dates - Items with identical call #'s with no date are shelved before ones with dates.

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